

SUNTRECKERS – General Member Job Description

GENERAL MEMBER

General Management responsibilities together with specific responsibilities in the following term;

1. To note the views of members and bring to the attention of the National Committee matters which it is felt are of concern to members.
2. Provide assistance to any of the Officers of the National Committee in undertaking their responsibilities if asked to do so.
3. Safely store all paper records relating to the Company to satisfy our legal requirements as a Limited Company and as agreed by the National Committee.
4. Ensure that any electronic records other than emails relating to the Company are securely archived AT LEAST MONTHLY to satisfy our legal requirements as a Limited Company and as agreed by the National Committee.
Microsoft OneDrive currently offers 5GB of free cloud storage, which can be made accessible to other committee members if required. Use of the individual committee email is recommended to create a OneDrive account, which can then be transferred to a new committee member if necessary in future.
5. Any other duties reasonably falling within the purview of this post and agreed by the National Committee